

# Administrative Procedures (101)

1959

## S-E-C-R-E-T

## ADMINISTRATIVE PROCEDURES #31

## PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
16 Feb (Mon)	0830 - 0910	136	Course Administration and Introduction	(L) 25X1A	Public Law 253 & 110 Organization [REDACTED] 25X1A Lecture Outline
	0920 - 1010	136	National Security Journal		
	1020 - 1130	136	Organization of Deputy Director Intelligence		
	1230 - 1340	136	Organization of Deputy Director Support		
	1350 - 1450	136	Medical Office Procedures		
	1500 - 1700	136	Personnel Techniques and Services		
17 Feb (Tues)	0830 - 1030	136	Organization of Deputy Director Plans	(L) 25X1A	Chap. II, III, V Chapter VII, Part A Lecture Outline & [REDACTED] 25X1A
	1100 - 1300	136	Functions of Area Divisions & Overseas Installations		
	1400 - 1450	136	Field Uniform Records Procedures		
	1500 - 1700	ATD	The Animal Farm and Critique		
18 Feb (Wed)	0830 - 1050	136	Clandestine Services Records Procedures	(L) 25X1A	Lecture Outline
	1100 - 1140	136	Office Administration Skit		
	1240 - 1700	136	Domestic Travel and Practice		
19 Feb (Thur)	0830 - 1040	136	Domestic Travel Test	(T) (L)(P) (P)(C)	Lecture Outline & Study Guide
	1050 - 1230	136	Dispatch & Flight Manifest Procedures and Practice		
	1330 - 1700	136	Completion of Practice and Critique		
20 Feb (Fri)	0830 - 0930	136	Dispatch and Flight Manifest Procedures Test	(T) (S) (T) (L) (L) (C)	Lecture Outline
	1000 - 1120	136	Seminar on Organization and Review		
	1130 - 1230	136	Objective Test A		
	1330 - 1410	136	Records Integration Functions		
	1420 - 1620	136	Project Procedures		
	1630 - 1700	136	Critique of Objective Test A		

(L) Lecture (F) Film (C) Critique (Sk) Skit (P) Practice (T) Test (S) Seminar

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25X1A

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

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## ADMINISTRATIVE PROCEDURES #81

## PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
2 Mar (Mon)	0830 - 1130 1230 - 1700	136	Principles of Type II Field Supply Procedures Practice Problem - Field Property Records	(L) (F)	Type II Field Property Records Lecture Outline & Study Guide
3 Mar (Tues)	0830 - 1030 1040 - 1230 1330 - 1700	136	Type II Property Records Test Payments to Overseas Personnel Foreign Assignments: [REDACTED] 25X1C	(T) (L) (L)	Lecture Outline Lecture Outline
4 Mar (Wed)	0830 - 1130 1230 - 1700	136	Class B Accounting Procedure: Class B Accounting Practice	(L) (P)	Class B Procedures 25X1A
5 Mar (Thur)	0830 - 1030 1040 - 1200 1300 - 1520 1530 - 1700	136	Class B Accounting Test Foreign Travel Foreign Travel, Practice Foreign Travel Test	(T) (L) (P) (T)	Study Guide - Parts I and II
6 Mar (Fri)	0830 - 0950 1000 - 1050 1100 - 1200 1300 - 1350 1400 - 1440 1450 - 1700	136	Shipment of Car and Household Effects Critique of Type II Property Records Critique of Class B Accounting Review for Objective Test C Critique of Foreign Travel Objective Test C - Course Administration - Final Critique of Course	(L) (G) (G) (P) (P) (G) (T)(G)	25X1A

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20 April - 8 May 1959

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## ADMINISTRATIVE PROCEDURES #83

## PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
20 April (Mon)	0830 - 0910	136	Course Administration and Introduction	(L) (L) (L) (L) (F)(C)	25X1A
	0920 - 1020	136	National Security Council		Public Law 253 & 110
	1030 - 1145	136	Security of Employee Outside Activities		Organization [REDACTED] 25X1A
	1245 - 1400	136	Organization of Deputy Director Support		Lecture Outline
	1410 - 1500	136	Use of Agency Regulations and Manuals		
21 April (Tues)	1510 - 1700	136	THE ANIMAL FARM and Critique		
	0830 - 1010	136	Organization of Deputy Director Intelligence	(L) (L) (L) (L) (S)	Organization [REDACTED] 25X1A
	1020 - 1230	136	Organization of Deputy Director Plans		-7 [REDACTED] 25X1A
	1330 - 1530	136	Functions of Area Divisions & Overseas Installations		Chap. VII, Part A
	1540 - 1630	136	Field Uniform Records Procedures		Lecture Outline & [REDACTED] 25X1A
22 April (Wed)	1640 - 1700	136	Seminar on Organization		
	0830 - 1050	136	Clandestine Services Records Procedures	(L) (Sk) (L)(P) (T) (L)(P)	Lecture Outline
	1100 - 1145	136	Office Administration Skit		Lecture Outline & Study of Standardized Gov't Travel Regs.
	1245 - 1700	136	[REDACTED]		Lecture Outline & Study Guide
	0830 - 1050	136	[REDACTED]		
23 April (Thurs)	1100 - 1230	136	[REDACTED]	(T) (L)(P) (P)(C)	Lecture Outline
	1330 - 1700	136	Completion of Practice & Critique		
	0830 - 1000	136	Dispatch and Pouch Manifest Procedures Test		
24 April (Fri)	1010 - 1210	136	Personnel Techniques and Services	(T) (L) (L) (T) (C)	
	1310 - 1350	136	Records Integration Functions		
	1400 - 1500	136	Objective Test A		
	1510 - 1530	136	Course Administration		
	1540 - 1700	136	Critique of Objective Test A		

(L) Lecture

(F) Film

(C) Critique

(S) Seminar

(P) Practice

(T) Test

(Sk) Skit

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## ADMINISTRATIVE PROCEDURES #83

## PHASE I - SECOND WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
27 April (Mon)	0830 - 1050 1100 - 1200 1300 - 1440 1450 - 1530 1540 - 1700	136	Project Procedures Medical Office Procedures Name Checks Critique of Domestic Travel Message Writing and Cable Format	(L) (L) (L) (C) (L)	Lecture Outline Lecture Outline Cable Handbook & Lecture Outline
28 April (Tues)	0830 - 1230 1330 - 1520 1530 - 1700	136	Cable Procedures, Practice and Critique Message Writing and Cable Test Introduction to Clandestine Activity	(L)(P)(S) (T) (L)	25X1A
29 April (Wed)	0830 - 0940 0950 - 1120 1130 - 1200 1300 - 1400 1410 - 1540 1550 - 1700	136 [REDACTED] 136 136 136 155	Opposition to Clandestine Activity [REDACTED] 25X1A Communications Personal Meeting Film & Discussion	(L) (L) (Sk) (L) (L) (F)(P)	
30 April (Thurs)	0830 - 1010 1020 - 1050 1100 - 1200 1300 - 1400 1410 - 1700	136 [REDACTED] 136 136 155	25X1A Study of Operational Aid Question Period on Operational Aid & "The Spy Web" Summary of Tradecraft Film - WALK EAST ON BEACON and Test	(L) (S) (F)(T)	
1 May (Fri)	0830 - 0950 1000 - 1045 1055 - 1130 1230 - 1330 1340 - 1430 1440 - 1700	136 136 136 136 136 136	Critique of Dispatch & Pouch Manifest (Message Writing & Cable Format (Tradecraft Objective Test B Course Administration Critique of Objective Test B and Phase I of Course	(C) (C) (C) (T) (C)	

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## ADMINISTRATIVE PROCEDURES #83

## PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
4 May (Mon)	0830 - 1130 1230 - 1700	136	Class B Accounting Procedures Class B Accounting Practice	(L) (P)	Class B Procedures 25X1A
5 May (Tues)	0830 - 1030 1040 - 1230 1330 - 1700	136	Class B Accounting Test Payments to Overseas Personnel Foreign Travel and Practice	(T) (L) (L)(P)	25X1A Lecture Outline Study Guide (Parts I & II)
6 May (Wed)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "The Other Hat" - Film and Critique Type II Property Records Practice	(T) (L) (R) (P) (P)	Lecture Outline & Study Guide - Type II Field Property Records
7 May (Thurs)	0830 - 0930 0940 - 1130 1140 - 1215 1315 - 1530 1540 - 1700	136	Review of Type II Property Records Practice Problem Type II Property Records Test Foreign Assignments Shipment of Car and Household Effects	(R) (T) (L) (L) (L)	25X1A
8 May (Fri)	0830 - 0950 1000 - 1050 1100 - 1140 1240 - 1340 1350 - 1450 1500 - 1700	136	Critique of (Class B Accounting (Foreign Travel (Property Records Objective Test C Course Administration Critique of Objective Test C and Course	(C) (C) (C) (T) (C)	

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## ADMINISTRATIVE PROCEDURES #04

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PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
15 June (Mon)	0830 - 0910 0920 - 1020 1030 - 1145 1245 - 1400 1410 - 1500 1510 - 1700	136 136 136 136 136 159	Course Administration and Introduction National Security Council Security of Employees Outside Activities Organization of Deputy Director Support Use of Agency Regulations and Manuals THE ANIMAL FARM and Critique	(L) (L) (L) (L) (L) (F)(C)	Public Law 253 & 110 Organization [REDACTED] 25X1A Lecture Outline 25X1A
16 June (Tues)	0830 - 1010 1020 - 1230 1330 - 1530 1540 - 1630 1640 - 1700	136 136 136 136 136	Organization of Deputy Director Intelligence Organization of Deputy Director Plans Functions of Area Divisions & Overseas Installations Field Uniform Records Procedures Seminar on Organization	(L) (L) (L) (L) (S)	Organization [REDACTED] 25X1A [REDACTED] 25X1A 1-7 [REDACTED] 25X1A Lecture Outline & [REDACTED] 25X1A
17 June (Wed)	0830 - 1050 1100 - 1145 1245 - 1700	136 136 136	Clandestine Services Records Procedures Office Administration Skit Domestic Travel and Practice	(L) (Sk) (L)(P)	Lecture Outline Lecture Outline & Study of Standardized Gov't Travel Regs.
18 June (Thurs)	0830 - 1050 1100 - 1230 1330 - 1700	136 136 136	[REDACTED]	(T) (L)(P) (P)(C)	Lecture Outline and Study Guide
19 June (Fri)	0830 - 1000 1010 - 1210 1310 - 1350 1400 - 1500 1510 - 1530 1540 - 1700	136 136 136 136 136 136	Personnel Techniques and Services Records Integration Functions Objective Test A Course Administration Critique of Objective Test A	(T) (L) (L) (T) (C)	Lecture Outline Lecture Outline

(L) Lecture (F) Film (C) Critique (S) Seminar (P) Practice (T) Test (Sk) Skit

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## ADMINISTRATIVE PROCEDURES #84

## PHASE I - SECOND WEEK

## REQUIRED READING

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
22 June (Mon)	0830 - 1050 1100 - 1200 1300 - 1440 1450 - 1530 1540 - 1700	136 136 136 136 136	Project Procedures Medical Office Procedures Name Checks Critique of Domestic Travel Message Writing and Cable Format	(L) (L) (L) (C) (L)	Lecture Outline Lecture Outline Cable Handbook & Lecture Outline
23 June (Tues)	0830 - 1230 1330 - 1520 1530 - 1700	136 136 136	Cable Procedures, Practice and Critique Message Writing and Cable Test Introduction to Clandestine Activity	(L)(P)(C) (T) (L)	25X1A
24 June (Wed)	0830 - 0940 0950 - 1120 1130 - 1200 1300 - 1400 1410 - 1540 1550 - 1700	136 136 136 136 136 155	Opposition to Clandestine Activity [REDACTED] 25X1A [REDACTED] 25X1A Communications Personal Meeting Film & Discussion	(L) (L) (Sk) (L) (L) (F)(P)	
25 June (Thur)	0830 - 1010 1020 - 1050 1100 - 1200 1300 - 1400 1410 - 1700	136 136 136 136 155	25X1A Study of Operational Aid Question Period on Operational Aid & "The Spy Web" Tradecraft Discussion Film - WALK EAST ON BEACON and Test	(L) (S) (D) (F)(T)	
26 June (Fri)	0850 - 0950 1000 - 1045 1055 - 1130 1230 - 1330 1340 - 1430 1440 - 1700	136 136 136 136 136 136	Critique of [REDACTED] (Message Writing and Cable Format) [REDACTED] (Tradecraft) Objective Test B Course Administration Critique of Objective Test B and Phase I of Course	(O) (O) (O) (O) (O)	

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25X1A

## ADMINISTRATIVE PROCEDURES #64

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PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
29 June (Mon)	0830 - 1200 1300 - 1700	136	Foreign Assignments: [REDACTED] Foreign Travel and Practice	25X1C (L) (L)(P)	Lecture Outline Study Guide - Parts I and II
30 June (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "The Other Hat" - Film and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (P)	Lecture Outline and Study Guide - Type II Field Property Records
1 July (Wed)	0830 - 0930 0940 - 1130 1230 - 1700	136	Review of Type II Property Records Practice Problem Type II Property Records Test Class B Accounting Procedures and Practice	(R) (T) (L)(P)	25X1A [REDACTED] Class B Procedures
2 July (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(P) (T) (L)	Lecture Outline
3 July (Fri)	0830 - 0940 0950 - 1030 1040 - 1110 1110 - 1145 1245 - 1345 1355 - 1440 1450 - 1700	136	Shipment of Car and Household Effects Critique of (Foreign Travel (Property Records (Class B Accounting Objective Test C Course Administration Critique of Objective Test C and Course	(L) (C) (C) (C) (T) (C)	Lecture Outline

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25X1A

Approved For Release 2000/08/17 : CIA-RDP78-03930A000100110001-7

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DATE	TIME	ROOM	SUBJECT and NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
10 August (Mon)	0830 - 1050 1100 - 1200 1210 - 1300 1400 - 1700	136	Project Procedures Medical Office Procedures Critique of Domestic Travel & Objective Test A Message Writing and Cable Format		Lecture Outline
11 August (Tues)	0830 - 1130 1230 - 1420 1530 - 1700	136	Cable Procedures, Practice and Critique Message Writing and Cable Test Introduction to Clandestine Activity	(L)(P)	Cable Handbook and Lecture Outline
12 August (Wed)	0830 - 0940 0950 - 1100 1110 - 1140 1240 - 1350 1400 - 1540 1550 - 1700	136 AUD	Opposition to Clandestine Activity [REDACTED] 25X1A Communications Personal Meeting Film and Discussion	(L) (S) (D) (L) (S) (P)(D)	25X1A
13 August (Thur)	0830 - 1010 1020 - 1050 1100 - 1200 1300 - 1340 1350 - 1700	136 AUD	[REDACTED] 25X1A Study of Operational Aid Discussion of Operational Aid Tradecraft Summary Film - WALK EAST ON BEACON and Test	(L) (S) (D) (S) (P)(T)	
14 August (Fri)	0830 - 0950 1000 - 1045 1055 - 1130 1230 - 1330 1340 - 1400 1500 - 1700	136	Critique of [REDACTED] Message Writing and Cable Format Tradecraft Objective Test B Course Administration Critique of Objective Test B and Phase I of Course	(C) (C) (C) (T) (C)	(C)

(D) Discussion (S) Study (Su) Summary

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ADMINISTRATIVE PROCEDURES #85PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
17 August (Mon)	0830 - 1200 1300 - 1700	136 136	Foreign Assignments: [REDACTED] 25X1C Foreign Travel and Practice	(L) (L)(P)	Lecture Outline Study Guide - Parts I and II
18 August (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136 136 136 AUD 136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "THE OTHER HAT" - Film and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (P)	25X1A Lecture Outline and Study Guide
19 August (Wed)	0830 - 0930 0940 - 1130 1230 - 1700	136 136 136	Review of Type II Property Records Practice Problem Type II Property Records Test Class B Accounting Procedures and Practice	(R) (T) (L)(P)	25X1A [REDACTED] Class B Procedures
20 August (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136 136 136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(P) (T) (L)	Lecture Outline
21 August (Fri)	0830 - 0940 0950 - 1030 1040 - 1110 1110 - 1145 1245 - 1345 1355 - 1440 1450 - 1700	136 136 136 136 136 136 136	Shipment of Car and Household Effects Critique of (Foreign Travel (Property Records (Class B Accounting Objective Test C Course Administration Critique of Objective Test C and Course	(L) (C) (C) (C) (T) (C)	Lecture Outline

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S-E-C-R-E-TADMINISTRATIVE PROCEDURES #86PHASE I - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
28 Sept. (Mon)	0830 - 0900 0910 - 1020 1030 - 1200 1300 - 1350 1400 - 1500 1510 - 1700	136 136 136 136 136 AUD	Course Administration and Introduction National Security Council Organization of Deputy Director Intelligence Use of Agency Regulations and Manuals Security of Employees Outside Activities Film - THE ANIMAL FARM and Critique	(L) (L) (L) (L) (L) (F)	25X1A Public Law 253 & 110 Organization [REDACTED] 25X1A Lecture Outline [REDACTED] 25X1A
29 Sept. (Tues)	0830 - 0950 1000 - 1200 1300 - 1500 1510 - 1700	136 136 136 136	Organization of Deputy Director Support Organization of Deputy Director Plans Functions of Area Divisions & Overseas Installations Personnel Techniques and Services	(L) (L) (L) (L)	25X1A Organization [REDACTED] 25X1A Chapters II, III, V [REDACTED] 25X1A Chapter VII, Part A Lecture Outline
30 Sept. (Wed.)	0830 - 1150 1200 - 1240 1340 - 1700	136 136 136	Clandestine Services Records Procedures Office Administration Skit Domestic Travel and Practice	(L) (Sk) (L)(P)	Lecture Outline & [REDACTED] 25X1A Lecture Outline
1 Oct. (Thur.)	0830 - 1200 1300 - 1700	136 136	Review of Travel Practice and Test Dispatch and Pouch Manifest Procedures & Practice	(R)(T) (L)(P)	Lecture Outline and Study Guide [REDACTED]
2 Oct. (Fri.)	0830 - 0920 0930 - 1200 1300 - 1420 1430 - 1530 1540 - 1700	136 136 136 136 136	Records Integration Functions Review of Dispatch Practice and Test Seminar on Organization Medical Office Procedures Objective Test A	(L) (R)(T) (S) (L) (T)	Lecture Outline
			(L) Lecture (F) Film (Sk) Skit (P) Practice (R) Review (T) Test (S) Seminar		

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ADMINISTRATIVE PROCEDURES #86S-E-C-R-E-TPHASE I - SECOND WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
5 Oct. (Mon)	0830 - 1010	136	Name Checks	(L)	
	1020 - 1230	136	Project Procedures	(L)	Lecture Outline
	1330 - 1410	136	Critique of Objective Test A	(C)	Lecture Outline
	1420 - 1700	136	Message Writing and Cable Format	(L)	Cable Handbook and Lecture Outline
6 Oct. (Tues)	0830 - 1130	136	Cable Procedures, Practice and Critique	(L)(P)(C)	
	1230 - 1410	136	Message Writing and Cable Test	(T)	
	1420 - 1540	136	Introduction to Clandestine Activity	(L)	
	1550 - 1700	136	Opposition to Clandestine Activity	(L)	
7 Oct. (Wed)	0830 - 1000	136			
	1010 - 1040	AUD			
	1050 - 1200	136			
	1300 - 1440	136	Communications	(L)	
	1450 - 1550	AUD	Personal Meeting Film and Discussion	(F)(D)	
	1600 - 1700	136	Completion of "The Spy Web" Questionnaire	(Ws)	
8 Oct. (Thur)	0830 - 1010	136			
	1020 - 1200	136	25X1A	(L)	
	1300 - 1350	136	Discussion of "The Spy Web"	(D)	
	1400 - 1700	AUD	TradeCraft Summary	(D)	
9 Oct. (Fri)	0830 - 0940	136	Film - WALK EAST ON BEACON and Test	(F)(T)	
	0950 - 1050	136	Critique of Domestic Travel	(C)	
	1100 - 1145	136	Critique of Dispatch and Pouch Procedures	(C)	
	1155 - 1230	136	Critique of Message Writing and Cable Format	(C)	
	1330 - 1430	136	Critique of TradeCraft	(C)	
	1440 - 1520	136	Objective Test B	(T)	
	1530 - 1700	136	Course Administration	(A)	
			Critique of Objective Test B and		
			Phase I of Course	(C)	

(C) Critique (D) Discussion (Ws) Workshop (A) Administration

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ADMINISTRATIVE PROCEDURES #66				S-E-C-R-E-T		PHASE II - FIRST WEEK	
DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)		REQUIRED READING	
12 Oct. (Mon)	0830 - 1200 1300 - 1700	136	Foreign Assignments: Foreign Travel and Practice	25X1C	(L) (L)(P)	Lecture Outline Study Guide - Parts I and XI	
13 Oct. (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem "THE OTHER MAN" - Film and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (F)	Lecture Outline & Study Guide		
14 Oct. (Wed)	0830 - 0930 0940 - 1130 1230 - 1700	136	Review of Type II Property Records Practice Problem Type II Property Records Test Class B Accounting Procedures and Practice	(L)	25X1A		
15 Oct. (Thur)	0830 - 1130 1230 - 1450 1500 - 1700	136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(L)	25X1A	Class B Procedures	
16 Oct. (Fri)	0830 - 0940 0950 - 1030 1040 - 1110 1110 - 1145 1245 - 1345 1355 - 1440 1450 - 1700	136	Shipment of Car and Household Effects Critique of Foreign Travel Critique of Property Records Critique of Class B Accounting Objective Test C Course Administration Critique of Objective Test C and Course	(L)	Lecture Outline Lecture Outline		

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## ADMINISTRATIVE PROCEDURES #87

## PHASE I - FIRST WEEK

## REQUIRED READING

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
30 Nov. (Mon)	0830 - 0910 0910 - 1010 1020 - 1200 1300 - 1440 1450 - 1550 1600 - 1700	136	Course Administration and Introduction National Security Council Organization of Deputy Director Intelligence Film - "The Animal Farm" and Critique Security of Employees Outside Activities Use of Agency Regulations and Manuals	(L) (L) (L) (L) (L) (L)	25X1A Public Law 253 & 110 Organization [REDACTED] 25X1A [REDACTED] 25X1A Lecture Outline
1 Dec. (Tues)	0830 - 1000 1010 - 1200 1300 - 1500 1510 - 1700	136	Organization of Deputy Director Support Organization of Deputy Director Plans Personnel Techniques and Services Current Status & Objectives of International Communism	(L) (L) (L) (L)	Organization [REDACTED] 25X1A DDP Charts - Lecture Outline Lecture Outline Speaker
2 Dec. (Wed.)	0830 - 1030 1040 - 1120 1130 - 1230 1330 - 1700	136	Functions of Area Divisions & Overseas Installations Office Administration Skit Medical Office Procedures Clandestine Services Records Procedures	(L) (Sk) (L) (L)	Area Division Charts - Lecture Outline 25X1A [REDACTED] - Lecture Outline
3 Dec. (Thur.)	0830 - 1230 1330 - 1530 1540 - 1700	136	Dispatch and Pouch Manifest Procedures & Practice Name Checks Seminar on Organization	(L)(P) (L) (S)	Study Guide - Lecture Outline Lecture Outline
4 Dec. (Fri.)	0830 - 0920 0930 - 1200 1300 - 1700	136	Records Integration Functions Review of Dispatch Practice and Test Domestic Travel and Practice	(L) (R)(T) (L)(P)	Lecture Outline Lecture Outline

(L) Lecture (F) Film (C) Critique (Sk) Skit (P) Practice  
(D) Discussion (Ws) Workshop (Su) Summary (A) Administration

(S) Seminar (R) Review (T) Test

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## ADMINISTRATIVE PROCEDURES #87

## PHASE I - SECOND WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
7 Dec. (Mon)	0830 - 1130 1230 - 1430 1440 - 1540 1550 - 1700	136	Review of Domestic Travel and Test Project Procedures Objective Test A Introduction to Clandestine Activity	(R)(T) (L) (T) (L)	Lecture Outline
8 Dec. (Tues)	0830 - 0940 0950 - 1130 1230 - 1300 1310 - 1420 1430 - 1700	136 136 AUD AUD AUD	Opposition to Clandestine Activity [REDACTED] 25X1A [REDACTED] 25X1A Communications; Film - "Personal Meeting" and Discussion of Film	(L) (L) (SK) (L) (L)(F)(D)	25X1A
9 Dec. (Wed.)	0830 - 1000 1000 - 1100 1110 - 1230 1330 - 1700	136 136 136 AUD	25X1A Work on "The Spy Web" Questionnaire Tradecraft Summary Film - "Walk East on Beacon" and Test	(L) (W) (Su) (F)(T)	
10 Dec. (Thur.)	0830 - 0930 0940 - 1010 1020 - 1230 1330 - 1700	136 136 136 136	Critique of Dispatch and Pouch Procedures Critique of Domestic Travel Message Writing and Cable Format Cable Procedures, Practice and Critique	(C) (C) (L) (L)(P)(C)	Cable Handbook - Lecture Outline
11 Dec. (Fri.)	0830 - 1020 1030 - 1230 1330 - 1430 1440 - 1540 1550 - 1700	136 136 136 136 136	Message Writing and Cable Test Discussion of "The Spy Web" Critique of Tradecraft Objective Test B Critique of Objective Tests A and B	(T) (D) (C) (T) (C)	

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## ADMINISTRATION PROCEDURES #87

## PHASE II - FIRST WEEK

DATE	TIME	ROOM	SUBJECT AND NATURE OF INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
14 Dec. (Mon)	0830 - 1130 1140 - 1230 1330 - 1700	136	Foreign Assignments: [REDACTED] 25X1C Critique of Message Writing and Cable Format Foreign Travel and Practice	(L) (C) (L)(P)	Lecture Outline Study Guide - Parts I and II
15 Dec. (Tues)	0830 - 1020 1030 - 1200 1300 - 1400 1410 - 1450 1500 - 1700	136	Foreign Travel Test Principles of Type II Field Supply Procedures Review of Sample Problem Film - "The Other Hat" and Critique Type II Property Records Practice	(T) (L) (R) (F)(C) (P)	25X1A Study Guide - Lecture Outline
16 Dec. (Wed.)	0830 - 1130 1230 - 1700	136	Review of Type II Property Records Practice and Test Class B Accounting Procedures and Practice	(R)(T) (L)(P)	25X1A [REDACTED] - Class B Procedures
17 Dec. (Thur.)	0830 - 1130 1230 - 1450 1500 - 1700	136	Completion of Accounting Practice Class B Accounting Test Payments to Overseas Personnel	(P) (T) (L)	Lecture Outline
18 Dec. (Fri.)	0830 - 1000 1010 - 1200 1300 - 1400 1410 - 1510 1520 - 1700	136	Shipment of Car and Household Effects Critique of - Foreign Travel - Property Records - Class B Accounting Course Administration Objective Test C Critique of Objective Test C and Course	(L) (C) (C) (C) (A) (T) (C)	Lecture Outline

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